



**DTS Constructed Travel Comparison Worksheet - Authorization**  
(refer to the worksheet instructions for completion guidance)

Name: \_\_\_\_\_ Locations and Dates of Travel: \_\_\_\_\_

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$

*Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.*

Add additional comments as needed:

(this will take a few minutes)